

# **Chenega Global Services Work Plan – Volume I**

**Site: Former United Zinc, Allen County, Iola KS**

**EPA Project Code – A78QRP00**

**Period of Performance: 09/29/09 to 9/23/10**

## **Staff:**

Eric Bailey- Program Manager (PM)

Tina Alder- On-Site Manager (OSM), Regulatory Analyst (RA)

David Sieck- Regulatory Analyst (RA)

Gloria Hatmaker- Records Specialist (RS)

Gabrielle Haenn- Records Specialist (RS)

Katya Kahler- Records Specialist (RS)

Christopher Mondia- Records Specialist (RS)

## **Task 1 – Project Planning and Support**

The Program Manager (PM) and On-Site Manager (OSM) will participate in scoping meetings with EPA, develop the work plan, and participate in work plan discussions.

Specific Project Management tasks, including the development of task order files, administration functions, monthly reporting and invoices, the monitoring of the Task Order approved budget and staff performance, the coordination and scheduling of staff technical efforts, and the attendance at project planning meetings will be performed by the OSM. The PM will provide additional oversight of the monthly reporting and invoicing. The OSM will provide written notification to the Project Officer and the Contracting Officer when approved funding reaches 85%. The Monthly Progress Report and Monthly Invoice will be delivered to EPA on the 20<sup>th</sup> of each month.

## **Task 2 – Document Collection, Review and Reporting**

The Records Specialists and Regulatory Analysts will perform a review of EPA files, conduct industrial surveys, develop site histories, photocopy documents at remote locations, develop and maintain transactional databases, index documents, and conduct interviews with personnel both in and outside agency to develop and gather additional info on site operations, history, and PRP activity. In addition, the Regulatory Analysts will provide senior-level technical guidance for all tasks listed above. Other Direct Costs (ODCs) will include travel to and from records repositories, per diem costs (if applicable), and costs associated with photocopying. The proposed LOE for this task includes the preparation and quality assurance of the File Review Report, as part of the PRP Search Report, and the development and population of the Transactional Database.

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### **Task 3 – Title Search**

The Regulatory Analysts will obtain and review all title documents. The Regulatory Analysts and Records Specialists will analyze title records to develop chain of title and prepare chain of title report. The Regulatory Analyst will develop a map of individual smelters all existing or previous existing structures, furnaces, retorts, roads, and alleys as directed by EPA. The Records Specialist and/or Regulatory Analyst will research PRP production/capacity data for smelting operations as an appendix. Other Direct Costs (ODCs) will include travel to and from County Courthouses/Tax Assessors Offices, per diem costs (if applicable), and costs associated with photocopying and the purchase of relevant maps. The proposed LOE for this task includes the preparation and quality assurance of the Title Search Report as part of the PRP Search Report. The Draft Title Search Report will be delivered, informally, upon completion for EPA comment and revision.

### **Task 4 – Corporate Successors, Parent/Subsidiary Research**

The Records Specialists will research corporate successorship of each entity in the chain of title, research corporate successorship of each entity that is a party to any lease associated with each smelter property, and support EPA when necessary to assemble a case involving parent corporation-subsidiary liability issues. The Records Specialists will review all available documentation relevant to mergers, acquisitions, purchase of assets, name changes, and all available historical corporate change documentation. LOE includes the development of the Corporate Research section of the Draft PRP report. The Draft Corporate Research Report will be delivered, informally, upon completion for EPA comment and revision. Dun & Bradstreet Reports to be provided by EPA.

### **Task 5 – Investigations**

Utilizing rules of evidence in compliance with the scope, application and specific provisions of CERCLA Section 104e, and in coordination with EPA, the subcontracted Senior Investigator, Mike McCloskey of Tri-State Enterprise, will identify and pursue investigative leads, conduct pre-interview telephone screenings, prepare a list of persons to be interviewed, and conduct in-person interviews. The Senior Investigator will prepare reports of all interviews conducted. The Interview Reports will include a detailed summary of the entire interview proceedings, including interviewer opinions, and make recommendations for future interviews. Proposed Senior Investigator costs will be included as ODCs and are based on the assumption of 6 in-person interviews. The Regulatory Analysts will perform a quality assurance review of all interview reports. Any changes to the final interview reports during the quality assurance process will be reviewed and approved by the Senior Investigator (interviewer) to ensure the integrity of the information summarized by the interviewer.

**Task 6 – Analysis of PRP Search Information for Evidence of Liability**

The Regulatory Analysts will propose classification of “persons” identified during the PRP search, provide information on the liability against each PRP, and incorporate site sampling as directed by EPA.

**Task 7 – Financial Records**

The Regulatory Analysts and Records Specialists will research all public databases for financial information indicating the company or individual financial viability. LOE for this task will be included as part of Task 2 technical effort.

**Task 8 – Contingent Waste-In List**

If instructed after submission of PRP search report, contractor shall develop a waste-in list and volumetric ranking. Chenega proposes to address LOE for this task upon delivery of the Final PRP Report.

**Task 9 – Deliverables**

The Regulatory Analyst will prepare the Draft and Final PRP Reports, as described in the Task Order Statement of Work, and prepare a PRP Profile Sheet for each PRP.

**Draft PRP Search Report proposed due date – on or before April 30, 2010.**

**The PRP Profile Sheets and Final PRP Search Report will be delivered 30 days after receipt of EPA comments on Draft PRP Search Report.**

*Received  
11/2/09*

## Chenega Global Services Work Plan –Volume II

**Site: Former United Zinc, Allen County, Iola, Kansas EPA Project Code – A78QRP00**

Labor Classification:	Quantity	Unit	Unit Cost	Total
<b>Task 1 - Project Management</b>				
Program Manager	1	Hourly		\$ 1,257.40
On-Site Manager	1	Hourly		\$ 1,350.96
<b>Task 2 - Document Collection, Review and Reporting</b>				
Regulatory Analyst	1	Hourly		\$ 3,134.62
Records Specialist	1	Hourly		\$ 7,081.60
<b>Task 3 - Title Search</b>				
Regulatory Analyst	1	Hourly	4	\$ 2,147.00
Records Specialist	1	Hourly		\$ 1,327.80
<b>Task 4 - Corporate Successorship</b>				
Records Specialist		Hourly		\$ 1,770.40
<b>Task 5 - Investigations</b>				
Regulatory Analyst		Hourly		\$ 515.28
<b>Task 6 - PRP Analysis</b>				
Regulatory Analyst		Hourly		\$ 687.04
<b>Task 9.3 - PRP Report</b>				
Regulatory Analyst		Hourly		\$ 1,030.56
<b>Task 10 - Task Order Close-Out</b>				
On-Site Manager		Hourly		\$ 1,247.04
<b>Labor Subtotal</b>				<b>\$ 21,549.70</b>
<b>ODC Categories:</b>				<b>Total</b>
Task 2 - Document Collection				\$ 1,500.00
Task 3 - Title Search				\$ 1,000.00
Task 5 - Investigations (includes funding for Senior Investigator labor and travel for 6 interviews)				\$ 4,200.00
<b>ODC Subtotal</b>				<b>\$ 7,159.58</b>
<b>Labor Total</b>			24,049.70	\$ 21,549.70
<b>ODC and Travel Total</b>				\$ 7,159.58
<b>Total Cost Estimate</b>				<b>\$ 28,709.28</b>

*18,069.78*

*1,207.32  
22 32.88*

*24,049.70*